

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## EMPLOYEE SABBATICAL LEAVE (NON-TEACHING)

PNT 14.0  
NPS 248-00

### **POLICY:**

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to provide from time to time, as required, sabbatical leave from regular duties to staff for the purpose of undertaking studies or research that will be of benefit to the system.

### **REGULATIONS**

#### 1. LENGTH OF LEAVE

Sabbatical leaves may extend from six (6) months up to one year.

#### 2. ELIGIBILITY

Any employee having a minimum of seven years of employment with this Board will be eligible.

#### 3. LIMITATION

The number of leaves to be granted in any one year as well as the decision as to which applicants shall be granted a leave shall be determined by the Board after due consideration of needs within the system and of financial implications.

#### 4. TERMS AND CONDITIONS

- a) Any employee granted leave shall sign a written agreement to the effect that:
  - i) the employee shall continue in the employment of the Board for at least three (3) years following his/her return from leave unless the Board permits otherwise.
  - ii) the employee shall adhere to all the terms and conditions stipulated in the written agreement.
- b) Any employee failing to carry out this agreement shall, before leaving the employment of the Board, return to the Board, on a pro rata basis, the sum of money received during the leave.
- c) In the event of death or a medically certified disability, the employee or the employee's estate shall be exempt from his/her obligation to the Board with respect to the above clause.
- d) Upon completion of sabbatical leave, the employee shall be assigned to a position at least comparable to the one previously held with the Board.

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<p>e) Upon return from leave, the employee shall present a report as requested by the Board through the Director of Education.</p> <p>5. <u>SALARY AND BENEFITS</u></p> <p>a) The employee shall receive, during this leave, 75% of the annual salary or portion thereof which he/she would have been entitled to, had the employee remained at his/her position.</p> <p>b) The employee shall receive, as well, full benefits as per any applicable Collective Agreement or Conditions of Employment, excepting accumulation or deduction of sick leave credits. All applicable pension contributions shall be continued during the leave.</p> <p>c) When the leave is requested by the Board 100% of the employee's salary, full benefits, all expenses and increments shall be paid by the Board.</p> <p>d) Unless stated to the contrary in an applicable Collective Agreement or Conditions of Employment, the leave period shall be recognized as experience for seniority and increment purposes with the Board.</p> <p>6. <u>RESTRICTIONS AND LIMITATIONS</u></p> <p>In the case of a conflict between this policy and an applicable Collective Agreement (or Conditions of Employment), the latter shall apply.</p> <ol style="list-style-type: none"><li>1. Applications in writing will be submitted to the Director of Education before December 31<sup>st</sup>.</li><li>2. Application for sabbatical leave will be accompanied by a support statement from the applicant's immediate supervisor.</li><li>3. Written application(s) will be presented to the Board at its regular meeting in January.</li><li>4. The Board shall decide on the matter no later than the regular Board meeting in March.</li><li>5. The candidate(s) will be informed of formal acceptance or rejection by the Board by April 1<sup>st</sup>.</li><li>6. The candidate will indicate his/her acceptance or rejection of the leave in writing to the Board before April 30<sup>th</sup> by signing the appropriate agreement and conditions stipulated therein.</li><li>7. Consideration may be made to accommodate an alternate candidate in the event of an original candidate's rejection of the leave.</li></ol>	